



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES



U.S. AIR FORCE

MEMORANDUM FOR PROSPECTIVE OFFEROR

FROM: 374 CONS/LGCA  
Unit 5228, Bldg. 620, Yokota Air Base  
Fussa-shi, Tokyo 197-0001

SUBJECT: Notice to Offerors, Solicitation F62562-03-T-0284, Command Language Program (CLP)  
Chinese Mandarin (CM) Maintenance Training

1. The following information is provided to supplement subject solicitation:

a. **Contract Assistance.** Any questions regarding this solicitation may be referred to the 374<sup>th</sup> Contracting Squadron/LGCAB, Ms Sakamoto at 042-552-1046 or 225-4753. The Contracting Officer may be reached at [cynthia.whitney@yokota.af.mil](mailto:cynthia.whitney@yokota.af.mil). Please reference the solicitation number when making inquiries.

b. **Submission of Offers.** Submit signed and dated offers to the office specified in this solicitation at or before the time specified in this solicitation, in one original copy. The submission shall be made in a sealed envelope, marked with the solicitation number, and the proposal submission due date and time specified in this solicitation. The offers shall provide the following information:

(1) Standard Form (SF) 1449. Complete Blocks 12, 17a, 17b (when applicable), 30a, 30b, and 30c of the SF 1449. By completing the SF 1449, the offeror accepts to the contract terms and conditions as written in the solicitation.

(2) Supplies or Services and Prices/Costs (Continuation of Blocks 19 through 24 of SF 1449). Complete with proposed unit price and extended amount for each listed line item.

(3) Remittance Address (Continuation to Block 17b of SF 1449). Provide remittance address when Block 17b is checked.

(4) FAR 52.212-3, Offeror Representations and Certifications – Commercial Items. Complete all the necessary fill-ins and return in its entirety.

(5) Acknowledgment of solicitation amendments by signature when issued.

(6) Any other page(s) of the solicitation that may require a fill-in entry by the offeror.

(7) Past Performance Information. Offerors shall comply with the instructions at “FAR 52.212-2, Evaluation Factors for Award – Commercial Items”.

(8) Successful offeror for U.S. Military bases in Japan need to obtain Duns number from Duns & Bradstreet Japan(D&B Japan) Services office. Upon request from buyer, successful offeror needs to fill out Duns number request form and fax it Dun & Bradstreet Japan Ltd. For detailed information call 03-5465-2842 or e-mail at [jp-dunsrequest@dnb.com](mailto:jp-dunsrequest@dnb.com).

c. **Clauses or Provisions Incorporated by Reference:** The solicitation and resultant contract incorporates one or more clauses or provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause or provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/VFFARA.HTM>

<http://farsite.hill.af.mil/VFDFARA.HTM>

<http://farsite.hill.af.mil/vfaffara.htm>

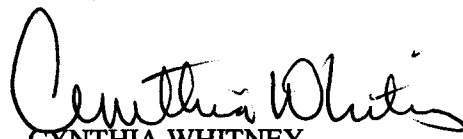
d. **Commercial And Government Entity (CAGE) Code Reporting.** The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number. If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS).

Offerors may not delay submission of the offer pending receipt of a CAGE code. If your organization does not already have an NCAGE assigned, for most countries you can obtain one by connecting to [http://www.dlis.dla.mil/Forms/Form\\_Ac135.asp](http://www.dlis.dla.mil/Forms/Form_Ac135.asp)

e. **Invoices**

An original invoice shall be submitted to the Contracting Officer for certification (address provided in block 16 of the SF 1449) on a monthly basis. Invoices shall contain the information required by FAR 52.212-4(g).

2. If you have any questions, please contact Ms. Akiko Sakamoto, Contract Administrator, by phone at 042-552-1046/fax at 042-551-0973/e-mail at [akiko.sakamoto@yokota.af.mil](mailto:akiko.sakamoto@yokota.af.mil).

  
CYNTHIA WHITNEY  
Contracting Officer